

<input type="checkbox"/> PRIVACY ACT	<input type="checkbox"/> CLASSIFIED	<input type="checkbox"/> APPEAL	<input type="checkbox"/> LITIGATION
<input type="checkbox"/> REFERRAL	<input type="checkbox"/> CONGRESS	<input type="checkbox"/> HIGH-VIZ	<input type="checkbox"/> CONSULTATION
Request Received Via: FOIAonline		Caseworker: (b) (6)	
Receipt Date: Dec 28, 2017		Date Assigned: <input type="text"/>	Date Due: <input type="text"/>

Caseworker		Initial	Date
<input type="checkbox"/> 10-Day Extension Letter Sent			
<input type="checkbox"/> 20-Day Letter Sent	20-Days Expires:		
<input type="checkbox"/> DD2086 Fee Assessment Completed or (N/A)			
<input type="checkbox"/> Team Lead Review	TIME?		
<input type="checkbox"/> Legal Review			
<input type="checkbox"/> Signature Package Signed (Final)			
<input type="checkbox"/> P E R F E C T E D ?			
<input type="checkbox"/> Resp. Docs Uploaded to FOL for Final Review			
<input type="checkbox"/> Notes/Emails Uploaded to FOIAonline			
<input type="checkbox"/> Final Response sent to Requester			

<input type="checkbox"/> Logged Closed Cases in In/Out Processing Tracker	<input type="checkbox"/> (Classified) Case Closed in Processing Tracker	
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Final Disposition		Total Pages Processed	Total Processing Time	Initial	Date

Record Retention				Responsive Records					
<input type="checkbox"/> 2 Years	<input type="checkbox"/> 6 Years	Destroy Date		# Responsive Docs.		# Pages		Exemptions	

Date	Initials	Comments		Time (Hrs)
12-28-17	(b) (6)	Pre-Reviewed by GS Personnel?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	0.4
3-22-18		Began review of case file, Code 14 redactions.		1
Subtotal			1	

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